

# Minutes

## Village Board of Trustees

June 28<sup>th</sup>, 2018

A meeting of the Village of Horseheads Board of Trustees was held on the above date at 7:00 p.m. Present were:

<u>Village Board and Staff</u>	
Mayor Louise McIntosh Trustee Mike Skroskznik Trustee Bill Goodwin Trustee Pat Gross Trustee Rob Maloney	Village Manager Brad Lytle Village Atty. John Groff Deputy Clerk Kari Wheeler Fire Chief Arthur Sullivan
<u>Others Present.</u>	
Marge Butler, Grand Central Ave. Don Zeigler, Watkins Rd.	Steve McIntosh, Renwick Lane Josh, Sara Baker, Steuben St.

Resolution by Trustee Gross, seconded by Trustee Goodwin

BE IT RESOLVED, that the reading of the minutes of the Board of Trustees Meeting of June 14<sup>th</sup>, 2018 be dispensed with and the same stand approved as entered by the Clerk.

Roll Call Vote:

Mayor McIntosh: Aye  
Trustee Skroskznik: Aye  
Trustee Gross: Aye  
Trustee Goodwin: Aye  
Trustee Maloney: Aye

Resolution by Trustee Skroskznik, seconded by Trustee Maloney

BE IT RESOLVED, that the Justice Reports for April 2018 be received and placed on file in the Village Clerk's Office.

Roll Call Vote:

Mayor McIntosh: Aye  
Trustee Skroskznik: Aye  
Trustee Gross: Aye  
Trustee Goodwin: Aye  
Trustee Maloney: Aye

D&A: Purchase of Firetruck

Resolution by Trustee Gross, seconded by Trustee Goodwin

WHEREAS, NYS GML Section 103(16) and the Village's Purchasing Policy authorize the Village to purchase apparatus, materials, equipment and supplies, including vehicles, and to contract for services relating to the installation, maintenance or repair of those items through the use of contracts let by the United States or any agency thereof, and any state or any other political subdivision or district therein so long as the contract is let in a manner that constitutes competitive bidding consistent with NYS law, and

WHEREAS, the Houston-Galveston Area Council (H-GAC), a political subdivision of the State of Texas, has instituted a cooperative purchasing program under which it contracts with eligible entities, including municipalities nationwide, to provide access to competitively bid goods and services, and

WHEREAS, Village staff have reviewed the H-GAC cooperative purchasing program and found same to be compliant with GML Section 103(16) and the Village's Purchasing Policy, offering the potential to reduce costs associated with procurement of goods and services, and

WHEREAS, Village of Horseheads Fire Department personnel have identified savings on certain fire apparatus and equipment offered through the cooperative, and

WHEREAS, Fire Department personnel and Village Manager Brad Lytle have reviewed the need and merit of purchasing a fire pumper to replace aging equipment of the Department, and

WHEREAS, to participate in the cooperative the Village must join same as an End User and enter into an Interlocal Cooperative Purchasing Agreement to avail itself of procurement opportunities, and

WHEREAS, extensive research by Fire Department personnel and Village staff has revealed that the Village could acquire a Pierce Custom Pumper built on a Saber FR chassis for less than \$400,000 and that this vehicle would meet the current and foreseeable needs of the Department, and

WHEREAS, this Board has determined that funds are available for the acquisition of this apparatus if, upon actual inspection, the vehicle, equipment and apparatus meet or exceed the criteria and needs of the Department.

NOW THEREFORE BE IT RESOLVED, as follows:

1. Village Manager Brad Lytle is authorized to enroll the Village of Horseheads into the H-GAC Purchasing Cooperative as soon as is practical.
2. Village Manager Brad Lytle is authorized to designate personnel of the Village Fire Dept. to travel to Atlanta, GA to inspect the Pierce Custom Pumper to determine its suitability relative to Department and Village needs, and if such personnel have been designated and have travelled to perform such inspection the authorization and designation are hereby ratified.
3. Contingent upon receipt of Fire Chief Arthur Sullivan's written recommendation to the Village Board and Manager that the inspected item be purchased, Village Manager Brad Lytle is authorized to enter into an Interlocal Cooperative Purchasing Agreement with H-GAC for the purchase of the vehicle, equipment and apparatus from Churchville Fire Equipment, prime agent for Pierce Manufacturing, Inc. under H-GAC contract document FS12-17 which was awarded to Emergency Equipment Professionals, Inc. and Pierce Manufacturing, Inc., for an amount not to exceed \$400,000.

Roll Call Vote:

Mayor McIntosh: Aye  
 Trustee Skroskznik: Aye  
 Trustee Gross: Aye  
 Trustee Goodwin: Aye  
 Trustee Maloney: Aye

Motion by Trustee Skroskznik, seconded by Trustee Gross, that the following item be added to the agenda:

- Creation of Reserve Fund - Firetruck

Roll Call Vote:

Mayor McIntosh: Aye  
 Trustee Skroskznik: Aye  
 Trustee Gross: Aye  
 Trustee Goodwin: Aye  
 Trustee Maloney: Aye

Resolution by Trustee Skroskznik, seconded by Trustee Gross

WHEREAS, GML Section 6-c permits the establishment of capital reserve funds, and

WHEREAS, Village Manager Brad Lytle has recommended to this Board the establishment of such a fund for the acquisition of a specific piece of equipment by the Village of Horseheads being a custom pumper fire truck and possibly a motor vehicle, and

WHEREAS, there are presently monies in the Village’s general fund which are unassigned.

NOW THEREFORE BE IT RESOLVED, that pursuant to GML Section 6-c, as amended, there is hereby established a capital reserve fund to be known as the “Pumper Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate money to finance the cost of an item of equipment. The specific items of equipment to be financed from the Reserve Fund are acquisition of a pumper fire truck and possibly a motor vehicle. The estimated cost of the items of equipment is \$450,000, and be it further

RESOLVED, that:

1. The Village Clerk-Treasurer is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by GML Section 10.
2. The Village Clerk-Treasurer may invest the monies in the Reserve Fund in the manner provided by GML Section 11 and consistent with the Investment Policy of the Village of Horseheads. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund.
3. The Village Clerk-Treasurer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the dates and amounts of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund, and the total assets of the fund, showing cash balance and a schedule of investments.

- 4. The Village Clerk-Treasurer shall, at the end of each fiscal year, render to the Board of Trustees a detailed report of the operation and condition of the Reserve Fund.
- 5. Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purposes for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of the Board of Trustees and such additional actions or proceedings as may be required by GML Section 6-c or any other law.
- 6. This resolution is subject to permissive referendum pursuant to GML Section 6-c(4), and be it further

RESOLVED, that Village Clerk-Treasurer is hereby directed to transfer \$450,000.00 from the Village of Horseheads' General Fund into this Reserve Fund, which currently has a balance of zero dollars, and be it further

RESOLVED, that the Village Manager and Village Clerk-Treasurer are authorized and directed to make such other and further changes to the current Village budget as are necessary to effectuate this resolution.

Trustee Gross - what is the possible motor vehicle.

Village Manager - to replace the old Suburban in the fire dept. We currently have two. This would replace the oldest one.

Trustee Gross - so is the \$450,000 just for the firetruck.

Mayor McIntosh - no that is for both the truck and the vehicle.

Manager Lytle - the new firetruck will replace an old pumper that has no real resale value anymore.

Atty. Groff - this reserve fund is for a specific piece of equipment - not a "type". As a result once the monies are expended or no longer needed you have to go through a specific process to move them to another reserve fund you've established, they can be used to pay down interest and debt service, but then it takes a specific act of this Board to return it to the general fund.

Roll Call Vote:

Mayor McIntosh:	Aye
Trustee Skroskznik:	Aye
Trustee Gross:	Aye
Trustee Goodwin:	Aye
Trustee Maloney:	Aye

Audience Participation

Marge Butler, Grand Central Ave. - stated that the benches in Teal Park are in bad shape and need repair. Also need sign out front of Village Hall showing date of Board Meetings.

Manager's Report:

- Water – The water reservoir behind Bethany Village has been painted and we have asked for 3 quotes for a 26’ diameter decal of our logo to be installed. One of the bidders has asked to put up a 2’ square test decal in an obscure location, so we can determine if a decal will work.
- Village Hall – After consulting with several Department Heads, we have decided to raze the old garage in the vacant lot between Village Hall and the old Zim Center. The building is not sound. The Police Department will still need a building for storing found bikes, etc., so we will have purchased a pre-built shed, price \$1,780 delivered and installed, which will be placed near the existing storage building. The new shed and our records storage building will then be painted the same color.
- Street Paving – Matt Mustico and our DPW staff completed milling the streets. They expect to be paving the second or third week of July, based upon weather conditions. The streets we are doing this year are:
  - Bentley Place
  - Presidential Drive
  - Westlake St, from Gardner Road to Union St
  - Center St, from Sayre St to I86
  - Gardner Road, between Windsor and Lynhurst
- Cemetery – Matt has arranged to borrow a piece of equipment that allowed us to put down our millings from the Street Project on the roads in the Cemetery. We were able to do nearly all of the roads and they look great! Good idea, Matt, and well executed! We also finished the one section of sidewalk we started a couple of weeks ago.
- DPW – Spent two days addressing the potholes around the Village.
- Buildings and Grounds – We have agreement from the union for a plan to add supervisory duties of the mowing crews to one of the employees they represent. We will work out the details of this arrangement and execute a Memorandum of Agreement. We feel confident this will provide better care of our parks and grounds.
- Our first community shredding event was held Saturday, June 16. (We purge our records storage every year. We hire a service, who brings a shredding truck onsite. It had been mentioned in the past that we have an event for our residents, making this service available to them.) It was well attended, and everyone who participated was very appreciative. We’re confident that If we make this an annual event we will see much higher participation. Thanks to Donna, Rachel, and Becky for helping with the event.
- Fire Dept. – The Board approved earmarking \$450,000 from the Fund Balance for the purchase of a new fire truck. This will replace a vehicle that is quite old and has had several service failures. The Fire Department, after an extensive search has narrowed the possibilities down to two companies and expects to make a decision very soon.
- FEMA GRANT – Happily, we announce the completion of the brochure from the Public Archaeology Facility, Binghamton University, which became a requirement as a result of our After the Fact Consultation. (You can see the pamphlet here: <https://1drv.ms/b/s!AsAP4qrdq1mdgQyFeZMfhdKvZoOP> ) At this point, we are advised, unofficially, that we have satisfied our requirements. Therefore, we have

requested that they accept our Scope of Work Change and complete a Large Project Final Accounting. If all goes well, we should have the balance of our funds from the original grant in a couple of months.

- Strategic Economic Development Grant (Fairweather Consulting) – Now that we have completed the Study, we need to get the \$11,500 we were awarded for the study. I reached out to Sabina Mora, Project Manager, Empire State Development for assistance. She will be sending me “a set of board materials to look over/add to/sign off on and then after you get on our board agenda and are approved I can issue your grant disbursement agreement which you will use to submit your payment request. Please note that because of our board meeting schedule, the overall process (now to disbursement of funds) could take up to 6 months. Hopefully we can cut that down to 3-4 but just want to give you a sense of the timeline.”
- Street Lighting – Matt Mustico and I met with Maria Szeffler, Wendel, and Kyle Smyder, Matco Electric, regarding our after-warranty needs for our street lights. Our warranty, which was to have been a one year, was extended to two years, but is over on Monday, June 25. We plan on doing our own maintenance, since we have a bucket truck, but Matco has an interesting proposal for an ongoing maintenance contract. If we enter into the contract, we will only be charged for the service they provide, and it will never exceed and estimated \$9,500 per year. If we don't call them, we pay nothing, but we have them on contract, as back up should we ever need them. We have saved so much on our street lighting; Matt and I both feel this would be good insurance if we ever did need them. I recommend that we enter into an agreement with them.

Manager Lytle added:

- Notified Brown and Brown that we were going with the Tompkins health insurance consortium. Had we gone with them last year we would have saved \$30K on our premiums.
- Blacktopping will start on July 10<sup>th</sup>.
- Thanked Fire Department on what they save the residents of this Village in insurance costs, and real costs in saving property.
- Will be renting equipment to clean out storm drains.

#### Move July Board Meeting

The Board discussed moving the July Board Meeting due to several potential absences. It was finally agreed to reschedule the July 12<sup>th</sup> meeting to July 19<sup>th</sup> instead.

#### BOT, Department Head Updates

Trustee Goodwin: Pavilion rentals in Thorne St. - need signage saying you have to rent them.

Trustee Gross: Looked at benches in Teal Park. They do need repair. I already spoke to Nate about this.

Trustee Maloney: thanked for support of the Fire Department.

Chief Sullivan: our estimate of \$450K for a new firetruck was conservative estimate. Manufacturers thought it was way too low. Came down to two. Manufacturer we selected was Pierce. With all the options we wanted their price came in at \$395K. Then we found the Houston Galveston Council and were able to skip the bidding process entirely. We are hoping by end of September we will have delivery.

Mayor McIntosh: Meeting coming up on July 11<sup>th</sup> for shared services. Also, on July 19<sup>th</sup> please bring your calendars so we can set up those workshops.

As there was nothing further to come before the Board, the meeting was adjourned at 8:40 p.m.

/rmb